



**U.S. Department of the Interior**  
**"To-Be" Trust Business Model**  
**Process Template**

**Title: Request Beneficiary Consent**

*Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)*

**Process Number**  
**UM.1.2.2**

**1. Process Definition** *Provide an overview of the process and define its starting and ending points*

<b>1.1 Starts With</b>	Print request notices.
<b>1.2 Process Overview</b>	<p>Consent requests are published via the beneficiary's preferred method of contact, such as mail, email, or website access. Similarly, beneficiary responses may be received by mail, email, website or call center.</p> <p>In cases of highly fractionated lands, a constructive notice is posted in public places and in newspapers, indicating the tract numbers, the type of proposed use, general locations of parcels/units, appeal time limits to granting actions and dates for providing comment.</p>
<b>1.3 Stops With</b>	Consent requests have been delivered to the appropriate beneficiaries.

**2. Trust Business Objectives** *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

<b>Goal/Objective</b>
<b>GOAL 4: LAND AND NATURAL RESOURCES MANAGEMENT THAT MAXIMIZES RETURN WHILE MEETING BENEFICIARY DESIRES</b>
<b>OBJECTIVE 4.1: LAND AND NATURAL RESOURCE ASSET PLANS AND STEWARDSHIP STRATEGIES</b> Develop land and natural resource asset plans and stewardship strategies.
<b>OBJECTIVE 4.2: PRESERVATION AND PROTECTION OF LAND AND NATURAL RESOURCE ASSETS</b> Preserve and protect the long-term viability of land and natural resource assets consistent with fiduciary duties and with the beneficiaries' intended use of the as-sets.
<b>OBJECTIVE 4.3: LAND AND NATURAL RESOURCE ASSET BUSINESS MANAGEMENT</b> Manage land and natural resource assets effectively and proactively to obtain fair market value for beneficiaries and to incorporate beneficiary requirements.
<b>OBJECTIVE 4.4: APPRAISALS</b> Obtain appraisal information, as needed, on trust and restricted lands for tribal and individual Indian owners, using methods and techniques that meet professional standards.
<b>OBJECTIVE 4.5: FRACTIONATION STRATEGY</b> Develop and implement a resolution, which reduces or eliminates the exponential increase in the number of ownership interests in land.



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**3. How should Beneficiaries be involved in this process?**

**Beneficiary Involvement**

A beneficiary reviews the information contained in the consent request, including the Management Unit description and the intended use of the land. Beneficiaries have a duty to become aware of public constructive notices that may involve their land.

**4. Organizations, Offices and Roles.** *Identify the DOI organizations and related roles that should be involved in performing the process.*

**4.1 DOI Organizations.** *Identify the DOI organizations, offices and individual roles that contribute to this process.*

*DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.*

*Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.*

*All individual roles that contribute, in a significant manner, should be identified.*

Organization	Office	Role	Contribution
BIA	Regional or National Office		Develop cover letter for consent request by program. Note that forest and certain oil/gas or mineral uses may require Power of Attorney.  Coordinate printing and mailing requests and notices.
Compacted or Contracted Tribe	Tribal Office		Perform all DOI functions except those considered inherently federal.

**4.2 External Organizations.** *Identify the non-DOI organizations that support the execution of or contribute to this process.*

External Organization	Contribution
None	



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- 5. Event(s)** *Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).*

Event	Description	Estimated Frequency
Consent Requirements completed (UM.1.2.1)		Scheduled quarterly mailings, and upon consent requirement completion for land use proposals

- 6. Inputs and Outputs.** *Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.*

**6.1 Inputs**

Input	Description
MU Baseline Report	Compilation of collected data, with a summary of impacts and requirements relevant to developing a land use agreement for the MU(s).
Consent Notification List	Selection of the ownership interests for the Management Units where requesting beneficiary consent is required, along with any specific informative information to be supplied to the beneficiaries in requesting their consent, and documentation of the requirements for consent by each Management Unit.

**6.2 Outputs**

Output	Description
Consent Cover Letter	Explanation of the consent process, the type of request being communicated (positive vs. negative response vs. power of attorney), the alternatives and rights of appeal, and the requested beneficiary action.
Consent Request(s)	Description of the MU and planned land use, the detail of the tract(s) comprising the MU, the relevant tract(s) and the beneficiary's ownership-interest(s), and appropriate requested consent response.



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## 7. Fiduciary and Legal Obligations and Controls

### 7.1 Obligations

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
See attached Schedule 1		

### 7.2 Controls

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description
Bureau of Indian Affairs Manual (IAM)	Internal control	BIA policies and procedures

## 8. Mechanisms (Systems of Record)

Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.

System Name	Support
Ownership system	Ownership interests by MU by tract.
Land Management System	Supports tabulation of ownership interests & determination of which Management Units require consent & the consent requirement rules by MU, documentation of information to be included in the request for consent, and selection of the ownership interests for consent requests. Supports tabulation of consent for single tracts, or aggregation of multiple ownership tracts into a Management Unit, with consent calculation at the MU level.



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**9. Inter-Process Relationships** *Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.*

**9.1 Predecessors.** *Predecessors are processes that either produce information required by this process or that result in the need to execute this process.*

Process No.	Name	Condition of Relationship
UM.1.2.1	Derive Consent Requirements	The ownership profile for each selected Management Unit has been evaluated to determine whether consent is required; and if so, the specific requirements for consent based upon the intended type of use and the characteristics of the ownership base has been determined.

**9.2 Successors.** *Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.*

Process No.	Name	Condition of Relationship
UM.1.2.3	Evaluate Consent Responses	Beneficiary consent responses are received and reviewed.
B.3	Communicate Information	Provide the consent request to beneficiaries.

**10. Comments** *Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)*

Category	Comment
Issue	Should constructive notices provide for an advance notice of appeal rights? Typical when appeal rights are provided, it is subsequent to the decision being made.